



Court Designated Worker I

Details

Job ID : 362

Title : Court Designated Worker I

Job Code : 704

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Juvenile Services

Purpose

PERFORMS SPECIALIZED INTAKE WORK ON JUVENILES WHO HAVE PUBLIC OR STATUS OFFENSE ACTIONS BROUGHT AGAINST THEM.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE IN PSYCHOLOGY, FAMILY SERVICES, OR RELATED JUSTICE FIELD
- EXPERIENCE WITH A JUVENILE JUSTICE PROGRAM OR SOCIAL SERVICE AGENCY WILL SUBSTITUTE EDUCATION 1:1

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- 1 YEAR EXPERIENCE WITH A JUVENILE PROGRAM OR SOCIAL SERVICE AGENCY

Job Duties

- RECEIVES PUBLIC AND STATUS OFFENSE COMPLAINTS AGAINST JUVENILES
- ARRANGES PLACEMENTS FOR JUVENILES TAKEN INTO CUSTODY BY LAW ENFORCEMENT OFFICERS
- CONDUCTS PRELIMINARY INQUIRY ON COMPLAINTS FILED AGAINST JUVENILES
- RECOMMENDS FORMAL PROCESSING OR INFORMAL DISPOSITION
- FORMULATES AND SUPERVISES DIVERSION AGREEMENTS
- MAINTAINS RECORDS
- KEEPS STATISTICAL INFORMATION
- OTHER DUTIES AS ASSIGNED